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11 March 1954

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MEMORANDUM FOR:

SUBJECT

: Report of Message Center Operations
1 - 28 February 1954

1. Cables Processed

a. The Cable Secretariat reproduced and distributed a total of 11,485 cables during the month of February 1954. This figure represents an increase of 3.2% over the number of cables handled during January. We understand that total word volume for February was approximately 1.6% less than the January total. Tab A compares February totals with those of January and provides a tabulated account of DD/I Suspense Items for the month.

b. Cables briefed for, and distributed to the Director totaled 699 or 6.1% of the total traffic handled.

2. Personnel

a. Our personnel situation improved slightly during February. We gained four new people, one of whom was a courier we have needed for months.

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b. completed a two-weeks Management Course given by the Office of Training. He thought it was well presented and that he derived considerable benefit from it. If vacancies occur in the future classes we will arrange for other Duty Officers to attend.

c. Three more of our people attended the thirteenth Quarterly Orientation Course held from 5 to 9 February 1954.

3. General

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a. On 16 February, representing DD/I reviewed one day's traffic from January and one day's traffic from February totalling approximately 470 cables. Of this total, one cable was found which fell within the requirements of DD/I.

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(b) On 8 February, I participated in a Committee meeting called by IG for the purpose of determining what action could be taken to reduce our cable traffic in compliance with the Director's wishes. Attached is a copy of my comments. My approach to the problem is not accepted by all as being the best approach by any means, but I stand firm in my beliefs as expressed. I am going to see Mr. Stufflebeam, Chief, Division of Communications and Records, Department of State, on 10 March to see how they effected their reduction.

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(c) The formal coordination of Regulation [redacted] was com- 25X1A pleted during February. Six offices indicated qualified concurrences and the Regulation was returned to us for resolution of the differences. Because of the pressure on us to produce a Cable Handbook and because such a large portion of [redacted] as prepared, consisted of Handbook material I decided at this point to separate the Handbook material from the Regulation. The Regulation has now been reduced to that material which has been regulatory in its scope and will be supplemented by the Handbook which will contain all of the essential material as contained in the previous draft of [redacted]. The Handbook, in addition, will contain guidance on the preparation of cables from the standpoint of the writer. The problem of coordination and release has been reworked in both the Regulation and the Handbook and I believe that as it now is worded it will be acceptable to all concerned. I have set Monday, 15 March, as a target date for submitting the draft for informal coordination and I should like to discuss the essential changes with you probably on the preceding Friday.

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[redacted] 25X1A

Cable Secretary

Attachments: As mentioned in 3(b)
Tab A

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TRAFFIC SUMMARY FOR FEBRUARY 1954

CABLES PROCESSED

TYPE	February 1954	January 1954	Increase or Decrease
			Decrease
IN Cables	7,607	7,115	+ 492
OUT Cables	3,701	3,759	- 58
TOTALS	11,308	10,874	+ 434

PRELIMINARY DISSEMINATIONS

PROCESSED

February	January	Increase or Decrease
177	252	- 75

CABLES SUSPENDED FOR DD/I

Copies distributed to DD/I, AD/CI and FI/RQM with the concurrence of Foreign Division	40
Preliminary disseminations originated by Foreign Divisions	39
Teletype disseminations made to OCI by action office	2
Intelligence Furnished to DD/I direct by action office	10
Information not furnished to DD/I. Cable Secretariat concurred cables were incorrectly suspended	4
TOTAL	95

CABLES DISTRIBUTED TO DD/I

Suspense Items released	40
Incoming cables initially distributed to DD/I	208
TOTAL	248

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